

### **Alternate Access Units – Guidelines in how to use Poster 299:**

- Inspect all sides of the mailpiece.
- Ask the HAZMAT question.
  - If the customer answers YES to the HAZMAT question, redirect them to the nearest Post Office for proper acceptance.
- If any markings are found, reference against the Poster 299.
- Regardless of the answer provided, NEVER accept parcels/packages with any HAZMAT markings on this Poster.
- All the markings under the red heading are prohibited in the USPS networks.
- The markings under the yellow heading are potentially mailable, however the customer must take the mailing to the nearest Post Office for proper acceptance.
- Always be on the lookout for reused packaging, boxes or containers and question the customer if you suspect prior to acceptance.
  - Examples of reused boxes include liquor/wine/beer boxes, cosmetic boxes, and cleaning supply boxes.
- Never accept a mailing if you suspect HAZMAT or liquor/wine/beer contents and redirect the customer to the local post office when appropriate.